

SUBJECT	ISSUED BY	EFFECTIVE DATE
PURCHASING/BIDDING POLICY	CITY COUNCIL	FEBRUARY 6, 2006

POLICY STATEMENT:

All purchases of goods and services made by the City of Burlingame shall be made in a manner that:

- 1) Ensures procurement of goods and services on the basis of best necessary quality at the least cost;
- 2) Provides for ready availability of materials to ensure timely service delivery;
- 3) Ensures responsibility and accountability on the part of City employees in all purchases of goods and services;
- 4) Provides budgetary and financial control and oversight of the procurement process;
- 5) Encourages a broad range of participation by both local and out-of-town vendors in the procurement process.

PROCEDURE:

The following procedures apply to all departments and to all purchases:

- 1) When any purchase is made, the ticket/receipt from that purchase should be turned into the City Clerk within one (1) working day of the purchase.
- 2) Purchases under \$3000:
 - a. No verbal or written quote is necessary for a purchase under \$250. It is encouraged to get a verbal quote if practical, but not necessary.
 - b. A verbal quotation from at least two vendors is required for purchases between \$250 and \$1,000 and kept on file by the Department Head.
 - c. A written quotation from at least two vendors is required for purchases between \$1,000 and \$3,000 and kept on file by the Department Head.

3) Purchases over \$3,000:

- a. Written competitive bids are required for any purchase. Bid tabs must be submitted to the City Clerk for the item(s) to be purchased.
- b. Requests for bid should be published in the official City newspaper at least twice. Requests for bids may be sent to vendors known to supply the required goods and/or services.
- c. Specifications must be developed to solicit bids on any of the items mentioned in Section A above. The Department Head must approve specifications.
- d. Contracts for professional services or for items or services for which the development of detailed specifications would be difficult or not advantageous to the City may be procured through the use of Request for Proposals.
- e. The City Council may waive the above criteria if deemed in the best interests of the City.

4) Purchase of budgeted items:

The following rules will apply to the purchase of items or services that are approved in the annual budget and reviewed at the first meeting in January of each year:

- a. The purchase of items costing between \$0 and \$100 may be made by employees with the authorization of their department head.
- b. Purchase of items costing more than \$100 must be approved by the Department Head and the City Administrator.

5) Purchase of non-budgeted items:

The following rules will apply to the purchase of any item or service that was not approved in the annual budget:

- a. The purchase of any non-budgeted item costing less than \$1,000 must be approved by the Department Head and the City Administrator.
- b. Purchases over \$1,000 must be pre-approved by the City Council.

- 6) Bids will be awarded to the lowest responsible bidder based on cost combined with the following criteria:
- a) performance of vendor;
 - b) service or material provided promptly without delay;
 - c) quality of past performance with the City;
 - d) financial resources of vendor;
 - e) compliance with laws and ordinances;
 - f) quality of supplies or services offered; and
 - g) number and nature of conditions attached to bid.

If the low bidder is located outside the City limits of Burlingame and the next low bidder is located inside the City limits at the time the bids are awarded and is within five percent (5%), the bid may be awarded to the in town bidder.

If there are bids for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder if one is involved in the tie situation. If no local bidder is involved, the City Council will vote on which bidder will be awarded the contract.

- 7) When quotations are solicited for goods or services, the quotations shall be kept confidential until a quotation is finally accepted.
- 8) Contracts for professional services solicited through a Request for Proposal process will be awarded to the firm deemed best qualified to provide the required services based on the criteria established in the Request for Proposal. The selection criteria must be approved by the City Administrator.
- 9) The City of Burlingame will make reasonable attempts to solicit quotations or bids from at least two vendors in all situations. However, if there exists a sole source for a particular item or service, the bidding requirements as listed above will be waived. Any sole source purchase should be noted on documentation attached to the purchase order.
- 10) Emergency purchasing: The City Administrator is authorized to waive these procedures when it is deemed necessary to make a purchase on an immediate basis in order to keep essential City functions operational. This waiver includes emergency repairs to machinery, equipment, and/or buildings. The City Administrator shall provide a report to the City Council of any emergency purchases made as soon as time allows.

Approved By: _____
William Kraus, Mayor